

SECONDARY PROVIDER COURSE CONTENT APPROVAL APPLICATION

(WAC 308-124H-026)

FOR VALIDATION ONLY

**For Courses Already Approved Through the Original
Provider/Course Developer**

Note: You may **not** use this Secondary Provider Course Content Approval Application for Real Estate Fundamentals, Real Estate Brokerage Management, Real Estate Law, Business Management, Real Estate Practices, or courses that include the prescribed core curriculum.

Check the box below that applies, and enter ID# if you mark Renewal

☐ **Original Approval**

☐ **Renewal** – Course ID# _____

Check the medium by which this course is delivered and enter type of delivery method if you mark Distance Education

☐ **Live Lecture**

☐ **Distance Education*** – Delivery Method _____

PROVIDER INFORMATION

NAME OF PROVIDER			SCHOOL ID NO.
ADDRESS (Street, P.O.Box, Suite #)			
CITY	STATE	ZIP CODE	
TELEPHONE NO. ()	FAX NO. ()	E-MAIL ADDRESS	
CONTACT PERSON		TELEPHONE NO. (If Different) ()	

COURSE INFORMATION

COURSE TITLE			
ORIGINAL PROVIDER/COURSE DEVELOPER COURSE ID NO.	NUMBER OF CLOCK HOURS	EXPIRATION DATE	
ORIGINAL PROVIDER/COURSE DEVELOPER			SCHOOL ID NO. (If Applicable)

Please include the following with your application:

- Written authorization by the original education provider/course developer permitting use of the course content;
- If this course will be delivered using a distance education delivery method, please complete and attach a Distance Education Delivery Method Approval Application (form RE-620-126), unless this course has been certified by ARELLO for your school;
- ARELLO certificate, if applicable.

All information and requested materials must be provided or the application will be returned

The provider certifies by signature below that the course satisfies the requirements of WAC 308-124H-026

Signature **X** _____

Date _____

*** If you checked this box, please complete and attach a Distance Education Delivery Method Approval Application (form RE-620-126) with this application unless this course has been certified by ARELLO for your school.**

Instructions for Completing the Secondary Provider Course Content Approval Application

1. Check the appropriate box for Original Approval or Renewal. You may only check the Renewal box if there are no changes in course. If you do check the Renewal box, please enter the ID# for the course.
2. Please check the medium by which this course is delivered and enter type of delivery method if you mark Distance Education. If you check this box, you will also need to complete and attach a **Distance Education Delivery Method Approval Application** with this application, unless this course has been certified by ARELLO for your school.
2. Original provider/course developer course ID number, number of clock hours, and expiration date used by the original provider/course developer. Be sure to contact the original provider/course developer of the course for any updated information concerning the course. Occasionally courses must be moderately updated or revised. This can result in the issuance of a new course ID number. Also be aware of the expiration date affecting the course. The original provider has submitted this course for renewal and therefore has a new expiration date. This expiration date will be your expiration date, also.

Provider Information

1. Provider name and ID number: Use the approved name your school was approved under and use the appropriate approval number issued to you.
2. Address, telephone number, fax number, and e-mail address: Include PO box and suite number, if applicable.
3. Contact person and telephone number: List the name of the contact person for this school. Include the telephone number where the contact person can be reached, if different than the school telephone number.

Course Information

1. Course title: Use the exact course title used by the original provider/course developer.

3. Original provider/course developer and school ID: This is the name and ID number for the original provider/course developer from whom you received authorization to use this course.

What to Include With This Application

1. Please include a written authorization by the original education provider/course developer permitting use of the course content.
2. If this course will be delivered using a distance education delivery method, please attach a completed Distance Education Delivery Method Approval Application (*form RE-620-126*), unless this course has been certified by ARELLO for your school.
3. Attach the ARELLO certificate if this course has been certified through them for your school.

Incomplete or unsigned applications will not be processed

A completed application is processed within 45 days of our receipt